

**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Office of Planning, Research and Evaluation

**Funding Opportunity Title:** Child Care Research Scholars

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2008-ACF-OPRE-YE-0010

**CFDA Number:** 93.575

**Due Date For Letter of Intent:** 04/14/2008

**Due Date for Applications:** 05/13/2008

**Executive Summary:**

Funds for Child Care Research Scholars grants are available to support dissertation research on child care policy issues in partnership with State Child Care and Development Fund (CCDF) lead agencies.

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**I. FUNDING OPPORTUNITY DESCRIPTION**

**Legislative Authority**

The Child Care Research Scholars program is funded under the authority of the Child Care and Development Block Grant Act of 1990, as amended, and is authorized by the Consolidated Appropriations Act of 2008 (P.L. 110-161).

**Funding Opportunity Description**

**A. Background**

The Child Care and Development Fund (CCDF) has five primary goals: (1) to allow States flexibility to develop child care programs and policies that best suit the needs of children and parents within the State; (2) to promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's

needs; (3) to encourage States to provide consumer education information to help parents make informed choices about child care; (4) to provide child care to parents trying to achieve economic self-sufficiency; and (5) to assist States in implementing health, safety, licensing, and registration standards. Among the expected long-term outcomes of the CCDF are (1) improved employment and self-sufficiency outcomes for parents; and (2) increased availability of high quality child care for low-income working families.

Since 2000, Congress has appropriated about \$10 million per year of CCDF discretionary funds to be used for child care research and evaluation. These funds have supported projects that add to our knowledge about the efficacy of child care subsidy policies and programs in supporting employment and self-sufficiency outcomes for parents, and providing positive learning and school readiness outcomes for children. Previously funded Child Care Research Scholars have made significant contributions to the child care policy research field. To learn about previously funded Child Care Research Scholars projects, please visit <http://www.acf.hhs.gov/programs/ccb/research/index.htm#scholars>.

To ensure that research is responsive to the changing needs of low-income families, partnerships between the graduate student, his/her mentor and the CCDF lead agency are essential. This partnership ensures the research will be policy-relevant and is the foundation that fosters skills necessary to build the graduate student's career trajectory of successful partnership-building and contributions to the policy and scientific communities. For the purposes of this year's grants, low-income working families include families receiving Temporary Assistance for Needy Families (TANF), families who have transitioned off the TANF program, or low-income working parents at risk of needing TANF benefits.

The specific goals of the Child Care Research Scholar grants are:

1. ***To directly support graduate students as a way of encouraging the conduct of child care policy research.***  
Along with supporting the students' training and professional development as researchers, these grants contribute to the knowledge base about best approaches to delivering services to diverse, low-income families and their children. Students are expected to become autonomous researchers who are connected to other professionals from diverse backgrounds across a variety of child care roles (e.g., child care subsidy administrators, child care resource and referral staff, child care program directors and

staff). The proposed research project may include independent studies conducted by the student or a well-defined portion of a larger study being conducted by the Principal Investigator holding a faculty position or senior research position. The graduate student must have primary responsibility for the proposed study described in the application, which should clearly distinguish between the student's portion of the research activities and those of the larger project. Research projects must use sound quantitative or qualitative research methodologies or some combination of the two.

2. ***To foster mentoring relationships between faculty members and graduate students who are pursuing doctoral-level research in the child care field.*** Each student will work in partnership with a faculty mentor in order to foster the skills necessary to build a graduate student's career trajectory. Within this mentoring relationship, scholars are expected to become independent researchers with the skills necessary to address critical child care issues with a high level of technical quality.
3. ***To encourage active communication, networking, and collaboration among graduate students, their mentors, and other senior child care researchers.*** Students whose work involves secondary analysis of large data sets are encouraged to work closely with one or more senior investigators on the original project.
4. ***To encourage active communication, networking, and collaboration among graduate students, their mentors, and policymakers.*** Students whose projects involve community-level or administrative data research, including projects that directly respond to an immediate concern of a child care subsidy administrator, are encouraged to work with an additional mentor from the field in order to gain a more comprehensive understanding of child care policies and practices.

Research topics that are of particular interest for this year's Child Care Research Scholar grants include (but are not limited to):

- the effects of alternative State/Territory/Tribal- and local-level child care subsidy policies and practices on children and families served (e.g., access to subsidies, the accessibility and quality of

- factors that play a role in parents' decisions about work, child care, and subsidy access
- cost-effective investments (e.g., professional development interventions, child care environment improvement strategies, service coordination models) to improve child care quality in all settings, including the issues and outcomes related to caregiver professional development and training
- qualities of child care that are most critical to support children's development and family well-being, including family factors that moderate the relations between child care and child development
- impact of changes in the early child care sector (e.g., unionization of workforce, expansion of universal preK) on the delivery and quality of child care
- issues related to Tribal child care

Applicants are encouraged to consider how the research topic relates to understanding the child care needs of diverse families and/or improving child care programs and policies for various subpopulations, including:

- families receiving Temporary Assistance for Needy Families (TANF) benefits, families who have transitioned off the TANF program, low-income working families at risk of needing TANF benefits
- language, ethnic, and racial minority families and children, including English language learners and American Indian / Alaska Native families and children
- immigrant families and children, including refugees and victims of trafficking
- families with children with special needs
- families with infants, toddlers and school-age children

We encourage applicants to go beyond simply recording linguistic, ethnic and racial categories to providing more thorough examination of how these groupings intersect with important cultural dynamics such

as social position, immigration status, family practices, or parental goals for socialization.

Applicants for Child Care Policy Research grants will be most likely to succeed if they address issues of significance related to CCDF services and programs; inform policy decisions and solutions, particularly for underserved / understudied populations; and utilize the most rigorous research methodology for the selected research question. Applicants **must consult with a CCDF administrator** (for CCDF program office contact list, please visit

<http://nccic.acf.hhs.gov/statedata/dirs/display.cfm?title=ccdf>) in the development of the proposal. In addition, **the link between the research topic and the CCDF program goals should be clearly stated in the application**. We intend to support projects that improve our capacity to respond to questions of immediate concern to policymakers, particularly those of CCDF administrators.

Because of the small size of these grants and their value to institutions of higher education, as well as to the student scholars, applicants **are strongly encouraged to waive any allowable indirect costs**. An authorized representative of the institution must submit a written acknowledgement that the indirect costs are being waived. In the event that waiving the indirect costs is not possible, the applicant is strongly encouraged to apply the University's or non-profit institution's off-campus research rates for indirect costs.

In order to facilitate networking with researchers and policymakers, students are required to participate in the Annual Meeting of the Child Care Policy Research Consortium and the State Child Care Administrators' Meeting.

In accordance with section 4 of Executive Order Number 13230 entitled "President's Advisory Commission on Educational Excellence for Hispanic Americans," grantees should provide data resulting from this project if so requested by the Commission or the staff of the White House Initiative on Educational Excellence for Hispanic Americans (66 F.R. 52841, October 17, 2001).

## **B. Definitions**

*Applicant:* Institutions of higher education, as defined in *Section III.1*, acting on behalf of doctoral-level graduate students.

*Budget Period:* The 12-month period of time for which funds are made available to a particular grantee (i.e., the first budget period would begin September 30, 2008, and end September 29, 2009).

*Principal Investigator:* The faculty mentor of the doctoral-level graduate student serves as the Principal Investigator of the grant.

*Project Period:* The total length of the proposed project, which is up to 24 months. For a one-year proposed project, the project period would start September 30, 2008, and end September 29, 2009. For a two-year proposed project, the project period would start September 30, 2008, and end September 29, 2010.

## **Project Requirements**

**Conference Attendance.** The student must attend and present a poster at the Annual Meeting of the Child Care Policy Research Consortium each year of the grant. In addition, the student may be asked to attend the State Administrators' Meeting. Both meetings typically are held in the Washington, DC metropolitan area and last approximately two days. The budget should reflect travel funds for both conferences. Faculty mentors are strongly encouraged to attend these meetings as well.

**Archiving and Publishing.** The student must agree to archive his/her approved dissertation, final datasets, reports, and other research products with *Research Connections*. For more information on *Research Connections*, please visit <http://childcarereseach.org>.

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## **II. AWARD INFORMATION**

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$150,000
<b>Anticipated Number of Awards:</b>	4 to 6
<b>Ceiling on Amount of Individual Awards:</b>	\$30,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	None
<b>Average Projected Award Amount:</b>	\$30,000 per budget period

**Length of Project Periods:**

24-month project with two 12-month budget periods

Applicants may apply for project periods up to 24 months with two 12-month budget periods. Applicants proposing 24-month project periods will be awarded up to \$30,000 for the first 12-month budget period and up to \$20,000 for the second 12-month budget period, for a total not exceeding \$50,000 for the entire 24-month project period.

Initial awards will be made for the first 12-month budget period. For 24-month projects, continuation awards for the second 12-month budget period will be subject to the availability of funds, satisfactory progress by the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

**The need for a 24-month project period should be identified in Item 17 on the Standard Form (SF) 424, in the project narrative, and in the budget.** Applicants proposing 24-month projects will receive instructions on how to submit non-competing continuation applications during the first budget period to request funds for the second budget period.

If the student expects to receive a doctorate by the end of the first 12-month budget period, the application should request funding for only a 12-month project period. Second year awards for continuation of the project will not be approved if the student has completed his/her dissertation by the end of the first budget period.

**Awards under this announcement are subject to the availability of funds.**

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- Public and State-controlled institutions of higher education
- Private institutions of higher education
- Hispanic-Serving Institutions
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Others (See below)

Accredited public, State-controlled, and private institutions of higher education ***acting on behalf of doctoral-level graduate students*** are eligible applicants including:

- (a) Faith-based institutions of higher education;
- (b) Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 United States Code (U.S.C.) § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. § 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Public Law (P.L.) 95-471, Title II (25 U.S.C. § 640a);
- (c) Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended; and
- (d) Hispanic Serving Institutions (HSIs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1101a(a)(5), and that are institutions who satisfy Section 502(a)(5) of the Higher Education Act of 1965, as amended.

To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council of Post-Secondary Accreditation.

Foreign entities are not eligible under this announcement.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

## **2. Cost Sharing or Matching:** None

## **3. Other:**

- 1. Although the faculty mentor is listed as the Principal Investigator and must be committed to taking a central role in supporting the proposed dissertation research, this grant is intended for dissertation research for an individual student. Contact information for both the graduate student and the student's faculty mentor is required as part of the application.



2. As Principal Investigator, the graduate student's faculty mentor must submit a letter of support stating that he/she approves the application and describing how he/she will regularly monitor the student's work. In addition, the letter must verify (a) the student's status in the doctoral program, (b) that the grant will be used to fund the student's dissertation research and (c) that the student is within two years or less of completing his/her dissertation. This letter of support should be included in the **Appendix**.
3. The student must include an official transcript reflecting his/her completed graduate course work in the **Appendix**.
4. As the author of the grant proposal, the graduate student is expected to have an approved dissertation proposal before the beginning of the project period, September 30, 2008.

### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II*. Award Information will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.*, Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Xtria, LLC  
Child Care Research Support Technical Assistance  
OPRE/CCR Grant Review Team  
8521 Leesburg Pike, Suite 400  
Vienna, VA 22182  
Phone: 866-651-6166  
Email: [opre-ccr@xtria.com](mailto:opre-ccr@xtria.com)

### **2. Content and Form of Application Submission:**

#### **Letters of Intent**

Applicants are strongly encouraged to notify the OPRE Child Care Research (CCR) Grant Review Team (opre-ccr@xtria.com) of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

This information will be used to determine the number of expert reviewers needed to review applications. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

The letter of intent should include the following information:

- the number and title of this announcement
- the names, addresses, telephone and fax numbers, email and addresses for the Principal Investigator (faculty mentor) and the graduate student
- the name of the university, or institution of higher education

**Do not include a description of your proposed project in your letter of intent.**

### **Format and Organization of Application**

The original and two copies of your application must be submitted. Applicants must limit their application package to 100 pages, double-spaced, with standard one-inch margins and 12-point fonts. This page limit applies to both narrative text and supporting materials, not including the Standard Federal Forms (listed below). In addition, applicants must number the pages of their application beginning with the Table of Contents. Pages in excess of the page limitation will be removed and not reviewed.

Applicants are advised to include all required forms and materials and to organize these materials according to the format for their application package, and in the order, presented below:

1. **Cover Letter.** Applicants should include a Cover Letter using official letterhead of the institution or university, and including the Funding Opportunity Number, the title of the application and contact information for the applicant (authorized representative from the institution of higher education as defined in *Section III*).
2. **Contact Information Sheet.** The contact information sheet should include addresses, phone and fax numbers and email addresses for the graduate student, the Principal Investigator

(faculty mentor) and the institution's fiscal representative (person who signs the SF-424).

3. Required **Standard Federal Forms and Certifications** signed by the applicant's authorizing official to acknowledge responsibility for the obligations imposed by the terms and conditions of the grant award.

NOTE: **All standard forms and certifications must be signed by the authorizing official for the institution of higher education (the applicant, as defined in *Section III*).**

- Application for Federal Assistance (SF-424). Follow the instructions on the back of the form. In Item 5 on SF-424, enter the name of the applicant (Institution of Higher Education, acting on behalf of doctoral-level graduate student). In Item 8 on SF-424, check "New". **SF-424 must be signed by an individual authorized to act for the applicant** (e.g., authorized representative of office of sponsored research at the institution of higher education).
- Budget Information-Non-Construction Programs (SF-424A). When completing the 424A, first year budget period information should be reflected in Section A as new Federal funds. Second year budget period information should be reflected in Section E as the first future funding period.
- Assurance Regarding Non-Construction Programs (SF-424B)
- Certifications Regarding Lobbying (if necessary)
- Certification Regarding Environmental Tobacco Smoke
- Assurance Regarding Protection of Human Subjects

4. **Table of Contents**

5. **Project Abstract** (one page maximum)

6. **Project Description.** The project description should be carefully developed in accordance with the research goals as described in the Purpose, Background and Priorities sections of this announcement, and the structure requirements listed in *Section V*. **Applicants are strongly encouraged to use the**

**detailed *Evaluation Criteria* found in Section V to organize the project summary/abstract and full project description.**

7. **Budget and Budget Justification.** For 24-month projects, please include a budget and budget justification in the application reflecting each budget period in separate columns. This budget should match the appropriate budget categories reflected in 424-A, Section B. Because of the small size of these grants and their value to institutions of higher education, as well as to the student scholars, **applicants are strongly encouraged to waive any allowable indirect costs.** An authorized representative of the institution must submit a written acknowledgement that the indirect costs are being waived. In the event that waiving the indirect costs is not possible, the applicant is strongly encouraged to apply the University's or non-profit institution's off-campus research rates for indirect costs. In order to facilitate networking with researchers and policymakers, students are required to include in the budget attendance of CCB's Annual Meeting of the Child Care Policy Research Consortium and the State Child Care Administrators' Meeting held annually in the Washington, DC metropolitan area.

8. **Appendices**

- Letter of Support from Faculty Mentor (see details below)
- Curriculum Vitae for Student and Faculty Mentor
- Official Transcript of Student Reflecting Graduate Courses

*Letter of Support from Faculty Mentor.* The letter of support from the faculty mentor should state approval of the application and describe how the the student's work will be regularly monitored. In addition, the letter must verify (a) the student's status in the doctoral program, (b) the grant will be used to fund the student's dissertation research and (c) the student is within two years or less of completing his/her dissertation.

**For electronic submissions via Grants.gov,** application sections 1 through 8 above are considered part of the mandatory project narrative section. In addition, signed letters of support and the transcript may be scanned and attached to the electronic application via Grants.gov.

**D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

### **Forms, Assurances, and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding

Lobbying may be found at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html). (If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications

may be found at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at:

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

When using [www.Grants.gov](http://www.Grants.gov), applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the [www.Grants.gov](http://www.Grants.gov) site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

**IMPORTANT NOTE:** Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all [www.Grants.gov](http://www.Grants.gov) registration processes listed on the Organization Registration Checklist, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if planning to submit an application electronically via [www.Grants.gov](http://www.Grants.gov):

- Electronic submission is voluntary, but strongly encouraged.
- Applicants may access the electronic application for this program at <http://www.Grants.gov>. There applicants can search for the

downloadable application package by utilizing the [www.Grants.gov](http://www.Grants.gov) FIND function.

- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through [www.Grants.gov](http://www.Grants.gov).** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**
- To use [www.Grants.gov](http://www.Grants.gov), you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to [www.Grants.gov](http://www.Grants.gov) without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.
- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from [www.Grants.gov](http://www.Grants.gov) that contains a [www.Grants.gov](http://www.Grants.gov) tracking number. ACF will retrieve the electronically submitted application from [www.Grants.gov](http://www.Grants.gov).
- ACF may request that the applicant provide original signatures on forms at a later date.



- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.
- If any difficulties are encountered in using [www.Grants.gov](http://www.Grants.gov), please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.
- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- When submitting electronically via [www.Grants.gov](http://www.Grants.gov), applicants must comply with all due dates **AND** times referenced in *Section IV.3. Submission Dates and Times*.
- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable types of proof of non-profit status are stated earlier in this section.
- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the [www.Grants.gov](http://www.Grants.gov) contact center at [support@grants.gov](mailto:support@grants.gov) for assistance.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in

the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **3. Submission Dates and Times:**

**Due Date For Letter of Intent: 04/14/2008**

**Due Date for Applications: 05/13/2008**

#### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

#### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

#### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

#### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

## Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

## Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

## Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	By date listed in Overview Section and Section IV.3.
Cover Letter	See Section IV.2	Found in Section IV.2	By application due date.
Contact Information Sheet	See Sections III.3 and IV.2	Found in Sections III.3 and IV.2	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.

Project Summary/Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Letter of Support from Faculty Mentor	See Sections III.3 and IV.2	Found in Sections III.3 and IV.2	By application due date.
Curriculum Vitae for Student and Faculty Mentor	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Official Student Transcript Reflecting Graduate Courses	See Sections III.3 and IV.2	Found in Sections III.3 and IV.2	By application due date.
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By application due date.
Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.
Assurances	See Section IV.2	See <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	By date of award.

#### **4. Intergovernmental Review of Federal Programs:**

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

#### **5. Funding Restrictions:**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

No individual educational institution will be funded for more than one candidate unless applications from different universities or colleges do not qualify for support.

**Transferability:** Grants awarded as a result of this competition are not transferable to another student or to another institution.

**Sharing of Awards.** Awards cannot be divided among two or more students.

Only expenses directly related to the student's dissertation research, including required personnel costs (salary), travel and other directly related expenses, are allowable under this grant.

In order to facilitate networking with researchers and policymakers, students are required to budget attendance for the Annual Meeting of the Child Care Policy Research Consortium and the State Child Care Administrators' Meeting, each held annually in the Washington, DC metropolitan area.

#### **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

##### **Submission by Mail**

Xtria, LLC  
Child Care Research Support Technical Assistance  
OPRE/CCR Grant Review Team  
8521 Leesburg Pike, Suite 400  
Vienna, VA 22182

### **Hand Delivery**

Xtria, LLC  
Child Care Research Support Technical Assistance  
OPRE/CCR Grant Review Team  
8521 Leesburg Pike, Suite 400  
Washington, VA 22182

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **1. Criteria:**

#### **Part I THE PROJECT DESCRIPTION OVERVIEW**

##### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal

funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

## GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

## Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

### INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

### LETTER OF INTENT

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact

eligibility to submit an application and will not disqualify an application from competitive review.

#### PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

#### RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, explain how your proposed project will achieve the specific goals and objectives you have identified related to the research question of interest. How will the expected results help particular populations? How will the results inform future program and policy decisions? How will results inform the CCDF program goal of improving child care subsidies as a work support for low-income families? How will results inform the CCDF program goal of improving the quality of child care for low-income working families?

#### APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.



## ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

### STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

## BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

### PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of

delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

#### FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

#### TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

#### SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

#### OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

#### **EVALUATION CRITERIA:**

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

**APPROACH - 40 points**

The extent to which the applicant's:

- Proposed research is a discrete research project designed by the graduate student. If the proposed project is part of a larger study designed by others, the approach section should clearly delineate the research component to be carried out by the student and how it is distinguished from the larger research project.
- Research design is clearly described, appropriate, and sufficient for addressing the goals, objectives, hypotheses and/or questions of the study.
- Planned research specifies the measures to be used and their psychometric properties. The extent to which the planned measures are shown to be appropriate and sufficient for the questions of the study and the population to be studied.
- Proposed research design appropriately links research issues, questions, variables, data sources, samples, and analyses.
- Data analytic plan is adequately described and the proposed data analytic techniques are appropriate for the specific research question(s) under consideration.
- Proposed sample size is sufficient to answer the range of proposed research questions for the study, especially for longitudinal studies and studies involving a priori subgroups of interest.

- Literature review is current, comprehensive and supports the need for the study.
- Proposed design: (a) reflects sensitivity to technical, logistical, and ethical issues that may arise, (b) adequate protection of human subjects, confidentiality of data and consent procedures, as appropriate, and (c) demonstrates how the researcher will gain access to the necessary organizations, participants and data sources needed for the project.

The extent to which the applicant:

- Goes beyond simply recording linguistic, ethnic and racial categories to providing a more thorough examination of how these groupings intersect with important cultural dynamics such as social position, immigration status, family practices and parental goals for socialization.

#### RESULTS OR BENEFITS EXPECTED - 30 points

The extent to which the applicant's:

- Question of interest and its link to the CCDF program goals and mission **are clearly demonstrated in the proposal.**
- Proposal reflects a solid understanding of: (a) critical issues, information needs, and research issues of the child care field, including State/Territory/Tribe child care subsidy administrators and other policymakers, (b) the child care subsidy system, and (c) low-income working families from various cultural, linguistic and ethnic groups. **The proposal should describe how consultation with a State/Territory/Tribe CCDF administrator was involved in the selection of the research topic.**
- Conceptual model, research questions, and hypotheses: (a) are clearly defined and appropriately linked, (b) reflect the goals and mission of the CCDF program, and (c) will contribute new knowledge to the field.

The extent to which the applicant:

- Specifies: (a) a sound description of the anticipated results and benefits of the project and (b) how the results will benefit future CCDF child care subsidy program and policy decisions.

## STAFF AND POSITION DATA - 20 points

The extent to which the student and faculty member:

- Possess the research expertise necessary to conduct the study as demonstrated in the application and information contained in their curriculum vitae, including relevant background, experience, and training on related research or similar projects.
- Demonstrate an understanding of the child care subsidy system and the child care needs of low-income families and the diverse cultural, linguistic, and ethnic population it serves.
- Demonstrate an effective plan for the dissemination and utilization of information by researchers, policymakers, and practitioners in the field.
- Demonstrate a management plan that presents a sound framework for how the mentor and student will maintain quality control over the implementation and ongoing operations for the study.

## BUDGET AND BUDGET JUSTIFICATION - 10 points

The extent to which the applicant's:

- Proposed project costs: (a) are reasonable, appropriately allocated, and sufficient to accomplish the objectives, research, design, and dissemination plan, (b) include funds for the student, and his/her mentor, if applicable, to participate in the Annual Meeting of the Child Care Policy Research Consortium and the State Administrators' Meeting in Washington, DC, and, (c) are justified according to the needs and time frame for carrying out the proposed project.

## **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Applications not screened out will be evaluated on a competitive basis according to the specified evaluation criteria listed in *Section V.1*.

The competitive review will be conducted in the Washington, DC metropolitan area by panels of Federal and non-Federal expert reviewers knowledgeable in the areas of child care policy research and evaluation. Application review panels will assign a score to each application and identify its strengths and weaknesses in relation to the evaluation criteria.

OPRE will conduct an administrative review of the applications and results of the competitive review panels and make recommendations for funding to the Director of OPRE.

The Director of OPRE will make the final selection of the applications to be funded. Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from competitive review, (2) staff review and consultations, (3) the combination of projects that best meet the information needs of the program, (4) the funds available, and (5) other relevant considerations.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

### **3. Anticipated Announcement and Award Dates:**

Not Applicable

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

## **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating

Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at: [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

Dr. Kathleen Dwyer  
Administration for Children and Families  
Office of Planning, Research and Evaluation  
370 L'Enfant Promenade, SW  
7th Floor West  
Washington, DC 20447  
Phone: 202-401-5600  
Fax: 202-205-3598  
Email: [kathleen.dwyer@acf.hhs.gov](mailto:kathleen.dwyer@acf.hhs.gov)

### **Grants Management Office Contact:**

Tim Chappelle  
Grants Management Officer  
Xtria, LLC  
Child Care Research Support Technical Assistance  
8521 Leesburg Pike



Suite 400  
Vienna, VA 22182  
Phone: 866-651-6166  
Email: [opre-ccr@xtria.com](mailto:opre-ccr@xtria.com)

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## VIII. OTHER INFORMATION

**Date:** 02/28/2008      Naomi Goldstein  
Director  
Office of Planning, Research and Evaluation